

Leipsic After School Program

PARENT HANDBOOK

2022-2023



Our Mission:

It is the mission of the after school program to provide students opportunities to receive tutoring in reading and math, enriched academic activities, character education, and family educational engagement. It is our belief that various teaching strategies, hands-on activities, use of technology, and small class size in a pressure free environment can help improve academic achievement and self-management skills, and ensure happy, successful students.



Policies and Procedures

Welcome to the Leipsic After School Program. This handbook contains information regarding the program. It is very important that you read this handbook and keep it as long as your child is enrolled in the program. It may answer any questions that you may have regarding the program. During the 2022-2023 school year, the after school program is offered free of charge to Leipsic students in grades 1-5, Monday through Friday beginning October 17, 2022 and ending April 14, 2023. The Leipsic After School Program is funded through the Nita M. Lowey 21st Community Learning Centers grant, written and operated by the Putnam County Educational Service Center.

Goals and Purposes

Our goal is to provide a safe, educationally sound program where students will have the opportunity to engage in activities that will benefit them academically, physically, socially, and emotionally. The program is conducted and planned by trained staff to meet the needs of children and to provide positive adult role models. Our main objective is to give students supplemental support connecting with what they are learning during the regular school day and provide enrichment opportunities that may not occur at school.

Program Objectives:

1. Regularly attending students will make at least one year of academic progress in reading and math as determined by STAR Assessments.
2. Regularly attending students will demonstrate improved personal management and leadership skills, as measured by teacher and parent surveys.
3. Families participating in family educational opportunities will feel more engaged in their child's learning and are more connected to school, as measured by parent surveys.

Curriculum

Activities involving academics (math and reading), STEAM, character development, and self-management skills are included. All curriculum is age appropriate based on Ohio's Learning Standards and Ohio's Social and Emotional Learning Standards. The Leipsic After School Program will use eSpark, a technology based curriculum for Language Arts and Math. The program will also include an extension of the regular school day curriculum for reading and math.

Daily Schedule

Each grade level will structure the daily schedule to include 30 minutes of reading skills and 30 minutes of math skills, homework assistance, and enrichment clubs. Character development, self-management skills, and STEAM are embedded into the enrichment club activities. Special events, such as Putnam County District Library, Family Nights, STEAM presentations, etc. will take place throughout the program year. After school staff will plan daily lessons reflecting skills and activities.

Example:

7:00-8:00 am - Reading and Math tutoring

3:00-3:10 pm - Snack, attendance, announcements

3:10-4:10 pm - Academic Skill Building (Reading & Math)

4:10-5:00 pm - Enrichment Clubs

5:00 pm - dismissal

*exact times/schedules will vary per grade level



Days and Hours of Program - October 17, 2022 through April 14, 2023

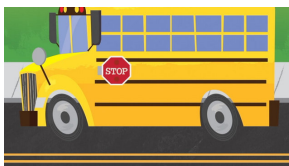
Monday - Friday 3:00pm-5:00pm

Monday - Friday 7:00am-8:00am Early Bird Tutoring

It will be necessary to cancel programming on certain days due to teacher professional development, holidays or other school-related activities, such as parent-teacher conferences. The after school program will not be held on school cancellation days due to inclement weather, scheduled breaks or other circumstances. The morning program will be canceled in the event of school delays. Monthly calendars will come home with students with more details.

Non-discrimination & Special Needs:

The program will enroll any student regardless of race, color, disability, religion, sex, national origin, or ethnic background. The Leipsic After School Program is an equal opportunity employer and provider. We strive to provide quality service to all youth. To better serve students, we need all pertinent information regarding special needs. This could include information regarding physical, emotional, or behavioral needs, medications, allergies, or any other special circumstances. All information shared with program staff will remain confidential. All efforts and reasonable program modifications and accommodations will be made to meet the special needs of each individual student. However, a child requiring an individual aide is beyond the scope of our resources. All students must follow the program rules and adhere to the discipline policy as established by the Leipsic After School Program.



Transportation Policy

The Leipsic After School Program contracts with the Leipsic Local School District for bus transportation. Bussing is available to students who regularly ride the bus and is offered Monday through Thursday at the conclusion of the program hours. Students are expected to follow the rules set forth by the local school district. Transportation for the after school program is a PRIVILEGE. If a student does not follow bus rules, bus privileges can be revoked.

If a student is choosing not to follow bus rules the following disciplinary actions will be taken:

- 1st offense Verbal Warning from the bus driver
- 2nd offense Bus driver reports behavior to the program site-coordinator. Site-Coordinator will contact parent
- 3rd offense Parents are contacted by the site-coordinator to help create a behavior plan.
- 4th offense Bus privileges are revoked. Students can remain in the program but parents must provide transportation.

*In the event of a major disciplinary situation (such as fighting, hitting, destruction of property, threats to others, etc.) the student is subject to immediate dismissal from bus privileges.

There is NO transportation provided to the Early Bird tutoring.

What happens if I'm late picking up my child?

At the close of the after school program, a phone call will be made to the parents/guardians listed. If a contact cannot be made after multiple attempts have been made, the staff will contact the local police regarding the child. If more than 2 calls are made in the program year, the student will be dropped from the program.

Where do I pick up my child? To pick up your child, go to the designated pick up area at the elementary building. Students will not be allowed to go and wait in the parking lot. Students will not be released to any person other than those authorized. Should staff members not recognize an individual asking for a child, that person may be asked to show picture identification. Students will not be released to anyone other than the authorized person. Students will not be released to anyone who appears to be under the influence of drugs or alcohol.

Notify the elementary office or staff member if a person other than those authorized will be picking up your child. Parents are asked to identify persons authorized to pick up their child during registration. If the name is not on the registration form then a phone call will be made to the parent for authorization. The person picking up the child may be asked to provide picture identification.

Custody Agreement: Any family who has court regulated custody agreements must have a copy on file in the school office. These papers will serve as authorization for release of students to the appropriate legal guardian. If papers are not on file, it will be considered as shared parenting and a student may be released to the parent.

Parent Involvement

Families are a part of the after school program. We will keep you informed about special happenings in our program through fliers and newsletters. We ask that you keep us informed of any changes that may occur in your child's environment such as illness in the family, a change in living location, or any stressful situation that may be important to your child. The staff will be able to better meet the needs of your child if they are aware of the situation. Parents are required to update registration information when there has been a change in address or phone number!

Parents' Responsibility:

1. Pick the child up on time.
2. Notify a staff member of any changes in the transportation home.
3. Observe the rules as set forth in this manual.
4. Share concerns with program staff if the program is not meeting the child's needs.
5. Listen to concerns the program staff may have about the child's behavior and/or progress and agree to work through an agreeable solution.
6. Know about any change in policy or procedure.
7. Replace any equipment the child is responsible for damaging.
8. Keep the child's registration form up to date with changes in address or phone numbers.

Parents' Rights:

1. Know what types of programs and activities are being planned and have the ability to offer feedback.
2. Know if the child is misbehaving and spend time talking with staff regarding solutions.
3. Know when the child will be going to any place other than where the program is usually held (field trips).
4. Voice special concerns and considerations not covered in this handbook and to discuss special cases where exceptions may be made from the rules set forth.
5. For children with special needs, after school staff will consult with special education teachers for program modifications and accommodations.

6. All data privacy rights will apply.

Children's Responsibility:

1. Respecting the program rules and accepting consequences for their own actions.
2. Remaining with staff members at all times and notify staff if they need to go to another area of the program facility.
3. Dressing appropriately for indoor and outdoor activities.
4. Respecting property and personal belongings.
5. Completing tasks asked of the program staff members.
6. Returning materials and equipment to the place they found them and cleaning up after themselves.

Children's Rights:

1. Have their feelings respected.
2. Discipline that is fair and respectful.
3. Have an environment that offers a variety of choices.
4. Have staff members who care about them and will help them achieve and grow academically, socially, and emotionally.
5. Be supervised by staff with no more than 1:18 staff/child ratio.

Discipline Policy

Students are to follow the expectations set by the after school program.

Expectations: **Be a Viking!**

Be Respectful	Be Responsible	Be Ready
Keep hands, feet and objects to yourself	Walk quietly	Go directly where you need to be
Use kind words and actions; Use good manners; Be a good sport	Be a problem solver	Play safely
Take turns; wait quietly and patiently	Use appropriate restroom etiquette - flush, wash, conserve; be timely, keep facilities clean	Be on time and come prepared to learn
Raise hand to talk	Follow directions	Listen carefully
	Keep your area clean	Do quality work
	Take care of materials	Put things away properly & return materials on time

If a student is choosing not to follow school and classroom rules and expectations the following disciplinary actions will be taken:

- 1st offense Verbal Warning and discussion with the child reviewing the expectations
- 2nd offense Excluded from a "fun" or desirable activity to complete the task that was not completed or to practice appropriate behavior expectations

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|-------------|--|
| 3rd offense | Student is removed from the group/classroom to sit with the site-coordinator. Parent is contacted. |
| 4th offense | Parent is contacted to help create a behavior plan |
| 5th offense | Student is dismissed from the after school program |

*In the event of a major disciplinary situation (such as fighting, hitting, destruction of property, threats to others, etc.) the student is subject to immediate dismissal from the after school program.

The program's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:

- There shall be no cruel, harsh, or corporal punishment, or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking, or biting.
- Discipline shall not be delegated to a child.
- No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so that the child may regain control.
- No child shall be placed in a locked room or otherwise confined in an enclosed area such as a closet, box, or similar cubicle.
- No child shall be subjected to profane language, threats, derogatory remarks about himself/herself or his/her family, or any other verbal abuse.
- Discipline shall not be imposed on a child for failure to eat or sleep, or for toileting accidents.
- Techniques of discipline shall not be intended to humiliate, shame, or frighten a child.
- Discipline shall not include the withholding of food, rest, or toilet use.
- Separation shall be brief in duration, and age and developmentally-appropriate.

Communication & Parent Participation:

Ongoing communication is important to the after school program. Communication between parents/guardians and after school staff will take place via email, digital, face-to-face conversation, phone calls, memos, fliers, and newsletters. Parents should feel free to communicate with after school staff in regards to their children or programming questions or concerns. After school staff members will communicate with parents any changes in schedules/program calendar, special events, updates on progress, disciplinary issues, injuries, or any other information regarding the parent/guardian's child.

Any parent/guardian of an enrolled child is permitted unlimited access to the program during all hours of operation for the purpose of contacting their child, evaluating the care provided, or evaluating the premises. Please notify the site-coordinator of your visit upon entering the building.

Volunteers

We welcome volunteers and donations. Volunteering may include assisting in a classroom, assisting with special events, or chaperoning a field trip. Volunteers who are assisting with the program more than one time or are alone with children are required to pass the BCI and FBI background check. All volunteers must sign in and out of the program and are expected to uphold all policies of the program.

Supervision Policies

Students will be supervised at all times while attending the Leipsic After School program.

- Staff has immediate access to a working telephone at all times in case of emergencies.
- A staff member trained in CPR, First Aid, Communicable Disease, and Child Abuse will be on site at all times during program hours.
- All staff must have an Ohio Background check and FBI check.
- Staff members shall not expose children to inappropriate language, conversation, or behavior.
- Staff shall be responsible for the well-being and safety of each child in the group to which they are assigned.
- During field trips, children will be supervised at all times. A first aid kit will be available, as well as a staff member trained in first aid. Emergency medical forms will accompany and be secured by a staff member on each field trip. A permission slip signed by a parent/guardian is required any time a child leaves the school site. Students will be counted and recounted while on all field trips. Rosters will be with the staff members attending the field trip.
- Staff members will not release any child to anyone other than the authorized person.

Reporting Child Abuse

Each employee of the after school program is required under Section 2151.421 of the Ohio Revised Code to report any suspicion of child abuse or neglect to the local children's service agency. A staff member trained in CPR, First Aid, Communicable Disease, and Child Abuse will be on site at all times during program hours.

Communicable Disease

- The Leipsic After School Program will follow the Putnam County Health Department COVID-19 operating guidelines
- A staff member trained in Communicable Disease will be on site at all times during program hours. The staff member will observe each child daily as the child enters the program. The trained staff member will make decisions regarding the child's condition, isolation or exclusion due to illness, as well as, follow the procedures listed below and document any health conditions on the student health log.
- The following precautions will be taken for children suspected of having a communicable disease:
 - The parent shall be notified immediately of the child's condition.
 - Any child or staff member exhibiting any of the following signs or symptoms is considered to be carrying a communicable disease and cannot remain at the program:
 - Diarrhea (more than one loose stool in 24 hour period)
 - Severe coughing
 - Difficult or rapid breathing
 - Yellowish skin or eyes
 - Conjunctivitis (pink eye)
 - Temperature of 100 degrees Fahrenheit when in combination with other symptoms
 - Untreated, infected skin patches, or unusual spots or rashes
 - Stiff neck
 - Any child with any of the following signs or symptoms shall be isolated immediately:
 - Unusual spots or rashes
 - Sore throat or difficulty swallowing
 - Elevated temperature
 - Vomiting
 - Evidence of lice, scabies, or other parasitic infestation

- A child suspected of having a communicable disease shall be
 - Isolated in a room or portion of a room not being used in the program
 - Within sight and/or hearing of program staff
 - Made comfortable in a safe environment. All linens used by an ill child shall be laundered before being used by another child and cots disinfected
 - Observed for worsening conditions
- All staff members have been trained in handwashing and disinfection of materials/equipment.
- A communicable disease chart is posted in the school office.

Accidents and Emergencies

Safety and accident prevention are important factors in any program. Leipsic After School staff is responsible for seeing that all possible dangers and hazards are eliminated.

- The Leipsic After School program holds monthly fire drills and tornado drills. Emergency instructions are posted in each classroom.
- First aid kits are in good supply and readily available.
- Staff members will treat minor abrasions and cuts.
- Staff members will record on the student health log of any minor first aid rendered.
- A staff member trained in CPR and First Aid will be on site at all times during program hours.
- In case of serious injury:
 - Staff members will assess the situation, provide first aid, and call 911
 - The child may be transported to the nearest hospital.

Unusual or Unexpected Events:

Unusual or unexpected events might refer to an intruder or unauthorized parents entering the building with the intent to abduct or harm a child or staff member. In an event such as this, a building lock down will occur and teachers will implement safety procedures. Each staff member is trained in lockdown and evacuation procedures, as well as, procedures are posted in each classroom.

Medication

Prescription and Nonprescription medication shall be administered only with written permission of the parent and only by a staff member who has been trained to administer medication.

- All medication must be current within the last 12 months, kept in its original container and have a legible label containing the child's name and written instructions for use from a licensed physician, nurse practitioner, or dentist. Medication shall be stored in a designated locked storage place, except drugs that require refrigeration may be kept in a refrigerator not accessible to children. An inhaler or non-prescription medication may be available to a child with special health conditions with parent permission in accordance with program policy.
- Except in cases of emergency, parents shall give the first dose of any newly prescribed medication so that they may observe the child's reaction.
- Any administering of medication will be recorded on the child's health log.



Snacks

All children will be provided with a nutritious daily snack. Both staff and children shall wash hands before food service. All staff members involved during food preparation or service shall be trained in sanitary procedures. The program shall provide for a child's special dietary needs as prescribed by the child's source of medical care or require the parent to provide the prescribed diet items that are not part of the program's menu plan. In the child's record, keep a list of allergies suffered by the child in attendance. All staff, including those in food service, shall be informed of these allergies. Safe drinking water shall be provided throughout hours of operation. If parents are providing food for meals or snacks, they shall be provided with written nutritional information. The students are prohibited from having any screen time during snack.



Attendance

Your child will benefit from regular attendance. Regular attendance will provide expanded learning opportunities through academic tutoring, enrichment experiences, and social-emotional growth. Your child will receive an incentive for consistent, regular attendance. Attendance goals and incentives will be determined by after school staff. **Please notify the school office/teacher if your child will not be attending the after school program.** If your child has more than 3 unexcused absences, it will result in being dropped from the program.

To ensure the safety of your child, the following attendance procedures will be followed:

1. After school staff will take daily attendance and record on a daily check sheet. Attendance is recorded in terms of hours attended in the program. If a child leaves early or comes late, it will be noted on the daily check sheet.
2. Staff will cross-check absences with the regular school day absence or early dismissal list, check with the regular day school office staff, check phone/email messages, & written notes for absences.
3. If a child is unaccounted for, phone calls to the parent/guardian or other adult authorized contacts will be made.
4. If the child is unable to be located, 911 or local police will be called to report the missing child.

Arrival & Dismissal of Children

1. Students will arrive at a designated location where they will be checked in by a staff member. Staff members will mark attendance and attempt to locate any absent children.
2. A staff member trained in communicable disease prevention will do a visual health check and temperature check before allowing a child to join the group.
3. The program closes at 5:00 p.m. Parents or authorized persons are expected to pick up their child on time, if he/she does not ride the bus home at the end of the program time.
4. Early dismissal and calamity days - the program only operates on days that school is in session. The program will not be held on holidays or any days the school is closed for any reason. The program will not operate on district planned early dismissal days, waiver days, calamity days or any days school dismissed early due to weather or emergency situations. The morning/Early Bird program will not operate on delay days.



***The Leipsic After School Program will operate following policies and procedures also outlined in the school district student handbook and NEOLA policies found at lsdk12.org.**

Contacts

Putnam County Educational Service Center

124 Putnam Parkway

Ottawa, Ohio 45875

Phone: 419-523-5951

Dr. Jan Osborn, Superintendent jan.osborn@putnamcountyesc.org

Melissa Basinger, Coordinator melissa.basinger@putnamcountyesc.org

Katelyn Gerding, Administrative Assistant katelyn.gerding@putnamcountyesc.org

Leipsic Local Schools

Greg Williamson, Superintendent

Darren Henry, Elementary Principal

Jacie Eding, Site Coordinator

Ohio Department of Education Ombudsman

Charlotte Jones-Ward, Education Program Specialist

charlotte.jones-ward@education.ohio.gov

614-466-8920

Please continue to the next page for acknowledgement of receipt of handbook. Please sign the page and return to the after school coordinators/teachers.

2022 Leipsic After School Program

I acknowledge that I have read and understand the Leipsic After School Parent Handbook and all the policies and procedures set forth by the program.

Parent Printed Name

Date

Parent Signature

Name of Student